



Program Administrative Assistant

KVCAP's Social Services Department has an opening in the Waterville office for a full time (32 hrs/wk) administrative support staff position. This person provides administrative support for staff in the Social Services and Community Initiatives Programs including word processing and data entry duties, accounts payable preparation, prepare/submit contract billings, accepting/processing Kids First registrations, mail distribution, and acts as the liaison between the Finance Department and the Social Services Department. This person will work closely with program staff and the general public and must enjoy working with diverse populations.

Requirements: This position requires an individual who is energetic, detail oriented with strong communication skills, and is capable of working independently and as part of a team. Applicant must have a high school diploma and three to four years related office experience; strong computer knowledge in Microsoft programs including Word, Excel, Publisher and Access; proficiency with a variety of office machines; possess accurate typing skills; ability to multi-task and work accurately with attention to detail a must; ability to communicate positively with internal and external customers; strictly adheres to confidentiality of customer information; experience in providing clerical support to a large, diverse staff; ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, National Sex Offender Registry and Fraud background checks.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, dental, vision, life, and disability insurance options. Applications accepted until a suitable candidate is found. Interested applicants should submit a cover letter and resume to:

Human Resources
Kennebec Valley Community Action Program
101 Water St.
Waterville, ME 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer